

PUBLIC HEARING INFORMATION GUIDE

Town of Canaan (Falls Village) Planning and Zoning Commission | 108
Main Street | Falls Village, CT 06031

Overview:

The Town of Canaan (Falls Village) Planning and Zoning Commission (P&Z) routinely hold public hearings to obtain community input on proposed projects; however, not all applications require a public hearing. Any questions regarding whether a public hearing will be held on an application should be directed to Land-use staff via

zoningofficer@canaanfallsvillage.org.

Notice of Public Hearings:

You can receive notice of a public hearing in several ways:

- Public hearing notices will be posted on the Town website at least 10 days in advance of a hearing.
- Two public ads will be placed in a local newspaper having substantial circulation pursuant to [Connecticut General Statutes Chapter 124 Section 8-\(3\)a](#).
- By monitoring meeting agendas which are posted on the Town's Planning and Zoning department webpage via <https://www.canaanfallsvillage.org/entities/planning-zoning-commission>. Agendas are typically posted by Monday; P&Z meetings are typically held on Thursdays.
- If you are an abutting property owner, you will receive notice of the public hearing from the applicant via certified mail. Abutters include the property owner across a public accessway as well as the property owners bounded northerly, southerly, easterly, and westerly of the subject property.

Providing Comments to the Planning and Zoning Commission:

Once a public hearing has been scheduled you can participate in two ways: by submitting written testimony to the Commission and by speaking during the public hearing.

Written Testimony

You can submit comments on the application to the Planning and Zoning Commission via email to zoningofficer@canaanfallsvillage.org. If you prefer to provide a paper copy, you may drop comments at Town Hall using the dropbox intended for the P&Z or by mailing comments to:

The Town of Canaan (Falls Village)
c/o the Planning and Zoning Commission
108 Main Street
Falls Village, CT 06031

- When submitting comments, be sure to reference the project name and/or location and keep in mind the role of the Planning and Zoning Commission.
- All comments on an application **must be received prior to the close of the public hearing to be considered**.
- To give the Commission time to review your comments in advance of the public hearing, we recommend submitting them prior to the public hearing.

Oral Presentation

You may choose to address the Commission directly as a part of public testimony during the public hearing. If you have also submitted written testimony, you are encouraged to summarize your testimony and not read it verbatim. You will be asked to identify yourself as a part of the public record.

Order of Presentations/Speakers:

- **Applicant.** Public hearings will generally start with a presentation from the applicant, followed by questions from the Commissioners.
- **Staff/Consultants.** Staff may prepare a brief presentation for the Commission's consideration. If the Commission has retained outside consultants to assist in review of the application, they will also be called upon to make a presentation.
- **Public Comment.** For applications where a significant number of speakers are anticipated, the Commission may use a sign-up sheet to determine speaking order. The Commission may also limit public comments to a specified amount of time (eg such as four minutes per speaker). All those wishing to speak will be given a chance to speak before cycling through to revisit individuals that have already spoken.

Guidelines for the Public Hearing:

- The purpose of a public hearing is to receive relevant information about a proposed application from the applicant and the public.
- All are entitled to be heard, subject to reasonable rules of procedure.
- Order and decorum shall be maintained at all times during the hearing.
- The Commission reserves the right to adjourn the hearing to another date and time if the discussion becomes unruly and unmanageable.

When Addressing the Commission:

- State your name, address, and any party, group, or organization you represent, if any for the record before beginning your comments
- Limit your comments to the subject of the public hearing
- Summarize reports and letters rather than reading them aloud as written information is copied and distributed to members
- Direct all questions and comments to the Chair
- Do not attempt to engage in dialogue with members of the Commission, staff, or any other parties to the hearing
- Speak clearly to ensure your comments are audible to the members of the public and the recording secretary
- Commission members may ask questions of anyone providing testimony, but will not discuss the relative merits of the application until the hearing is closed
- Failure to abide by these policies and procedures may result in a dismissal from the hearing.

This memorandum has been prepared by Janell Mullen, Planning Consultant on November 30, 2021

Respectively submitted,

Janell Mullen 11/30/2021